

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

HUMAN RESOURCES TRAINEE - 19694

Monthly Salary Range: \$1508 - \$3120

Option 1 - General

Option MC1 – Manual Communications (General)

Option 2 - Typing

Option MC2 – Manual Communications (Typing)

Option HI1 - Hindi Speaking (General)

Option SS1 – Spanish Speaking (General)

Option HI2 - Hindi Speaking (Typing)

Option SS2 – Spanish Speaking (Typing)

Select options of your choice.

General duties: A Human Resources Trainee participates in an agency human resources training program of six to twelve months duration; receives on-the-job and formal training in human resources services functions; performs various related specialist and general duties (e.g., assists professionals by gathering information for use in conduction job audits, initiating class studies, planning reorganizations; implementing mass code changes, preparing official position descriptions, administering tests, performing compensation surveys, or devising examinations, and to a lesser degree, aids in the conduct of such activities); participates in these professional and technical actions as a learning tool to acquire familiarity with professional human resources activities.

Desirable training and experience: Four years of high school plus two years of office experience; or an equivalent combination of training and experience.

Knowledges tested: Written communication skills, written instructions, reading comprehension skills, interpersonal skills.

Test and Weights: Automated multiple-choice tests 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Options 2, HI2, MC2 and SS2 the candidate must demonstrate ability to type from copy at a minimum net rate of 30 words per minute

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 12:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Equipment for performance test: Typing tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers.

Length of eligibility: One year.

Options HI1 and HI2 – Hindi Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Hindi and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Option MC1 and MC2 – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Option SS1 and SS2 - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which Option 1 positions are established: Cook (HI), Sangamon.

Counties in which Option 2 positions are established: Cook (HI), Sangamon.

(HI) Indicates Hindi Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.